

RECRUITMENT PROFILE

Director of Public Works

TOWN OF MANCHESTER, CONNECTICUT

The Town of Manchester, Connecticut, population 58,000 is seeking candidates for Director of Public Works with executive level responsibility for the Engineering and Field Services Divisions, Building Inspection, Facilities Maintenance and the Sanitation Division including Landfill operations. The Director of Public Works manages an annual operating budget of \$21 million and oversees 105 employees.

Manchester seeks a Leader who is a team builder and a coach for innovation with demonstrated experience in capital planning, strategic/master planning and, project management. The Director must be a promoter of, and, leader for, the implementation of appropriate technologies throughout the department. A Bachelor's Degree in Public Administration, Business Administration or a related field and five (5) years of responsible executive experience in public works construction, management, and maintenance is required with a demonstrated commitment to customer service and public information. A Master's Degree preferred. Possession of a Professional Engineer's license desirable. Manchester residency within one year of appointment is required by Town Charter.

Manchester is a thriving, culturally diverse, full service small city located in central Connecticut, 10 miles east of Hartford, the state capital. The Town's 27 square miles encompass a variety of historical and new residential neighborhoods, a substantial regional shopping and service center, two interstate highways and a large mixed industrial/commercial economy. Manchester operates under a council/manager form of government. The Director of Public Works reports directly to the General Manager.

Suitable experience may be substituted for educational/licensure attainment if deemed appropriate by the General Manager or his designee. Salary range is \$120,000 – 132,000.

If you are interested in this excellent career opportunity, please submit your application and resume to the Town of Manchester, Human Resource Department, 41 Center Street, PO BOX 191, Manchester, CT 06045-0191. For additional information visit our website at <http://www.townofmanchester.org> or call our Recruitment Information Line at 860-647-3170. Applications and resumes must be received or post-marked by Friday, December 1, 2017.

Community Background

The Town of Manchester is a thriving, culturally diverse small city located 10 miles east of Hartford, Connecticut. Inside its 27 square miles almost 55,000 people live in over 24,000 housing units. These people and homes are located in a variety of neighborhoods. They range from the traditional grid street, pedestrian-oriented, mixed-use neighborhoods built between 1860 and 1920, to the street car suburbs of the 1930's to post WWII tract housing developments up until the most recent wave of large lot subdivisions with single-family homes, or large, and luxury rental apartments.

An agricultural community in colonial times, Manchester developed as a series of industrial villages. Residential neighborhoods and small supporting commercial establishments were built around the sites of paper, saw, and textile mills. As the industrial age flourished, Manchester's small mills evolved into much larger complexes, culminating with the Cheney Silk Mills in southern Manchester. This industrial heritage has continued to include modern industrial parks built in the 1960's, 70's and 80's that are currently the site of over 200 diverse manufacturing, processing, machining, and warehouse and distribution establishments.

The town also evolved from a commercial base with small neighborhood establishments to include a central business district, community shopping centers, and now one of the largest regional commercial centers in Connecticut, with over 2.75 million square feet of shopping, entertainment, and services.

Throughout its development, Manchester has proven remarkably resilient, and the great majority of the community is intact. Manchester's Main Street business district is listed in the National Register of Historic Places. The town also boasts the largest historic district in the State of Connecticut, and one of the only five National Historic Landmark Districts in Connecticut. The preservation and stabilization of these historic neighborhoods are among the town's continuing priorities.



Manchester Town Hall

Manchester is a highly accessible community, which contributes in large part, to our ability to succeed and adapt to changes in technology, transportation, and social and cultural conditions since our incorporation in 1832. Only 10 miles east of Hartford, the State Capital, the town is a 25-minute drive from Bradley International Airport, 45 minutes from either New Haven or Springfield, Massachusetts, 1-1/2 hours to Boston and two hours to New York City. Two interstate highways, I-84 and I-384 merge at the western boundary to join I-291, which connects to I-91. This accessibility has helped to

maintain locational advantage for residential, industrial, and commercial activity.

Manchester boasts an extensive system of neighborhood, community and regional parks and recreational facilities. With one of the largest public school systems in the state it is also home to the largest community college campus. Manchester Memorial Hospital is a full service medical institution. 2,000 acres of open space and watershed land, and 500 acres of park and recreation facilities, and a growing system of bikeways and trails, provide a range of amenities accessible to all members of the community.

The People

Because of Manchester's accessibility, the affordability of much of its housing, employment opportunities, the availability of developable land, and the full range of municipal and private sector services Manchester is an attractive and desirable community for people of all incomes, ages and races. The community must deal with demands for increased services as the population increases and new residences and streets are built.

Manchester's government and town departments welcome the challenge of accommodating new development while at the same time preserving and enhancing the older historic neighborhoods. This requires working together to deliver the best mix of resources and types of services to the different areas and populations that make up the Town of Manchester.

Government Organization

The Town of Manchester adopted a council/manager form of government in 1947. Manchester has earned the reputation of being an efficient and responsive local government throughout the region and the state. A nine member Board of Directors is elected every two years and serves as the legislative body of the municipality. The title of Mayor traditionally goes to the highest vote getter on the majority party of the Board. The Mayor serves as the Chairman of the Board and presides over Board meetings.

The Board of Directors appoints the General Manager. The General Manager acts as the chief executive officer of the town and appoints all Department Heads who serve as part of the senior management team. The current General Manager, Scott Shanley, was sworn in by the Board of Directors on January 18, 2006.

The town government consists of 500 full-time employees. Town departments reporting directly to the General Manager include the Fire Department, Police Department, Leisure, Families and Recreation, Human Services, Finance, Public Works, Water and Sewer, Planning and Economic Development, and Human Resources.

The overriding mission of the town administration is to provide high quality services and value to enrich the quality of life for residents.

Manchester Quick Facts

Total Population	58,270
Square Miles	27.6
Median Age	35.8
Average Household Size	2.4
Median Household Income (2014)	\$63,198
Elementary Schools	10
Middle Schools	2
High School	1
Private or Parochial Schools	6
Racial Composition - White	71%
Non White	28.7%



Fishing Pier at Union Pond

Public Works Department

The Public Works Department includes multiple Divisions. The Divisions are Administration, Engineering, Building Inspection, Facilities Management, Field Services and Sanitation (Landfill).

Administration

Public Works Administration is responsible for the management and efficiency of the Public Works Department. Staffing includes the Director of Public Works and a Senior Administrative Secretary.

Building Inspection

The Building Inspection Division enforces all construction, housing and zoning regulations and codes adopted by the State of Connecticut and the Town. It provides code enforcement for existing structures and property maintenance based on a national property maintenance code. The Zoning Enforcement Officer reviews building permit applications for zoning compliance. Staffing includes a Chief and Assistant Chief Building Inspector, a Zoning Enforcement Officer and four Assistant Building Officials.

Engineering

The Engineering Division is responsible for the proper construction of all public works improvements undertaken by builders and acts as the engineering consultant to the Department of Planning and Economic Development during the subdivision approval process. Engineering staff design and monitor the construction of streets, sidewalks, bridges, culverts and drainage structures. Staffing includes a Town Engineer, Assistant Town Engineer, Traffic Engineer, Design Engineers, Engineering Technicians, Chief of Surveys and Survey staff, Chief Construction Inspector and the Construction Inspector staff, the GIS Coordinator and the GIS staff.

Facilities Management

The components of the Facilities Management Division are facilities project management and building maintenance. Project management staff is responsible for Town and Board of Education building projects, the Building Maintenance staff is responsible for 30 Town buildings. Staff includes a Facilities Project Manager, Assistant Facilities Project Manager, Work Coordinator and five Maintainers.

Field Services

The Field Service Division is made up of four service components:

Highways - The Division maintains 217 miles of streets in Town including road construction and snow and ice control. Leaf pickup is a major program of the Division.

Parks – The Division develops and maintains parks, play fields and recreation areas and includes tree care and grounds maintenance along rights of way. The Division maintains 160 acres of parks including 41 ballparks and fields.

Cemeteries – The Division is responsible for the maintenance of 127 acres of cemetery property. It also provides support necessary for funerals and interments.

Fleet Maintenance – The Division is responsible for servicing and repairing approximately 500 Town vehicles including Police and Fire vehicles.

Sanitation

The Sanitation Department is responsible for overseeing the collection and disposal of residential refuse and recyclable materials, the curbside leaf vacuuming program, the operation of the Manchester landfill, and the collection of household hazardous wastes.

Public Works Staffing and Budget

The Director of Public Works manages an annual operating budget of \$21 million and oversees 105 employees.



The Application Process:

To be considered for this outstanding opportunity, please submit your resume and completed employment application to:

Town of Manchester
Human Resources Department
41 Center Street, P.O. Box 191 • Manchester, CT 06045-0191

Online applications are available at our Town website: www.manchesterct.gov. Following the closing date, resumes and applications will be reviewed. The most qualified candidates will be sent a letter inviting them to participate in an oral examination. The top scoring candidates from the oral examination process will then be invited for a final interview with the General Manager. All candidates will be advised of their status once finalists have been selected.